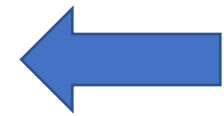


File Transfer Process

How does it really work?

How does the process start:

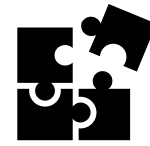
- Jurisdiction places Revision file on FTP site
 - This can be daily, weekly.
- Revision file downloaded from FTP site or High Q to TACS – top of the hour, cut off time is 4:00pm
- Pull all accounts assigned to TACS from TACS system
 - (To compare to the Revision file Jurisdiction just sent)



Now the Magic Happens



How the puzzle comes together:



- Revision file converted into TACS format (Ref1 created)
 - Example of ref1 (19-121212-10-1, Year-acct#-ticket1-ticket 2-)
 - Ref1 in the TACS system is unique to the vehicle or parcel for that jurisdiction
- Match Ref1 from TACS system to Jurisdiction file (we do not match on name)
 - TACS System><Jurisdiction revision file
- When a match is made, we compare our balance for Tax, Pen, Interest, Admin, DMV, VL, etc. to the Jurisdictions' balance.
- An adjustment will be made to the TACS system to match the Jurisdictions' balances.
 - (Adjustments are imported each night we receive a file.)

Now there is a twist:

- If the account **does not** exist in the TACS system and **is in** the Jurisdictions' revision file we **will add** this account as a new account.
- If the account **exists** in the TACS system and **is not** in the Jurisdictions' revision file, we **remove** the balances in the TACS system.
 - This could happen when an adjustment brings the balances to zero or the jurisdiction took a direct payment which paid the account off
 - Or if the jurisdiction removes the collection flag on their system which would remove from Jurisdictions' revision file
 - Something like: set up a payment plan with the taxpayer, you would then want to remove the flag

Why or when would you remove a collection flag:

(if there is a collection flag on your system)

- You may want to remove a flag because you want to pull the account back from TACS for any reason
 - This may reduce e-mail issues but its always good to communicate the reason why you are pulling an account because we will see a zero balance.
 - (We just hope it's a good reason 😊)
- When you want to send the account back to TACS.
 - Place the flag back on the account
 - This will place the current balances back in your revision file.
 - Just remember to send a revision file so we can adjust the accounts balances, if we do not get a revision file we will not know you are trying to send it back

If you do not have a collection flag on your system

- If you need to pull an account back, you will need to contact TACS to have the account cancelled. Super@TAXVA.com
 - If the account is cancelled, we will bypass this account and not update any balances even if its still in your revision file. (We create an exception file)
- If you want us to have the account back
 - You will need to contact TACS and ask to have the account reactivated
 - This will activate the account, but will not reflect any payments or adjustments you made while the account was in a cancelled status
 - A new revision file is needed to update balances on TACS side
- If we do not get a revision file we will have incorrect balances.

When TACS receives/posts payment \$\$\$

- If we find an account that matches Refl in the Jurisdictions' Revision file and the TACS file and a payment has been posted on the TACS side.
 - Is the TACS posting date less than 21 days of the revision file received date
 - If Yes, we do not adjust to Jurisdictions' balance
 - This would mean the Jurisdiction has not posted the amount of payment on their side yet
 - If its outside the 21 day posting date
 - We adjust to the Jurisdictions' balances
 - It is important to post the payments TACS sends to Jurisdiction as soon as possible.
 - We have seen when we received payment and the Jurisdiction does not post the amount we send, this will increase the balances on the TACS side when we had it paid.

Example:

We received payment on 1/5/2022

Post date	Amt	Ref1
1/5/2022	234.22	19-108723-5205-4

(making the balance on this account zero)

Revision File received on 1/15/2022

Balances listed in Revision file from Jurisdiction

0000148.55, 0000014.86, 0000070.81 (Equals 234.22)

(There is still a balance on the Jurisdictions' side)

We will not increase the balances on our side due to the 21-day rule.



Systems other clients use

- Bright
- Munis
- Avenity
- ACCUFUND
- Keystone
- Fast
- RevQ
- QuickBooks
- Manatron
- Edmonds
- PCI
- Some Home grown

For Questions or concerns you can email:

Files@taxva.com

or

Gary Sabean

Operations Analyst

703-791-9958

Gary@taxva.com

Thank You

Any Questions



We will have a breakout session after training 3:00-4:00 if needed

High Q Demo Next

Todd Flax
IT Manager

Tflax@taxva.com

(High Q is replacing our current FTP Smartfile process)